

*Think*  
*new things*  
*Make*  
*new connections*

## **EXECUTIVE ASSISTANT TO THE DIRECTOR**

**Full Time (5 days per week, 40 hours per week including lunch break)**

**Salary: £38,000 per annum**

### **The Organisation**

For over sixty years the Ditchley Foundation has brought influential and expert people together to help redefine and renew our society, democracy and alliances. More information about the Foundation and its home, Ditchley Park, can be found at [www.ditchley.com](http://www.ditchley.com).

### **Job Description**

Ditchley brings together people from government, business, finance, journalism, academia, science and technology for a programme of events ranging from small group discussions to large scale annual events. The format for sessions is a mix of virtual, hybrid and in person, hosted from Ditchley's headquarters at Ditchley Park in Oxfordshire, its London base, or elsewhere, including overseas.

The position of Executive assistant to the Director requires versatility, with a problem-solving, positive, and flexible attitude being essential. The postholder will need to develop successful working relationships with colleagues and the wider Ditchley network. They will be required to act with discretion and tact when dealing with a range of confidential matters. The ideal candidate will be educated to degree level or have equivalent professional experience and have experience of providing high-level support at an executive level. You will also have excellent written communication skills, the ability to manage and prioritise a varied and busy workload, and experience of effectively coordinating high level meetings, many international.

### **Diary Management**

- Dealing with all incoming and outgoing mail for the Director.
- Replying to invitations as appropriate.
- Prioritising actions from meetings and calls and ensuring follow up connections and actions are brought to the Director's attention.
- Liaising closely with outside organisations to support the Director's activities.
- Day to day liaison with the Director's Chief of Staff.
- Circulating a weekly calendar of the Director's activities.
- Communicate effectively and professionally with internal and external stakeholders, recognising the highly confidential nature of the correspondence and documentation and treating it appropriately.

Ditchley Park, Enstone, Chipping Norton, Oxfordshire OX7 4ER

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**DITCHLEY**

### **Meeting and Event Coordination**

- Setting up meetings and involvement in events both in the UK and overseas in coordination with Head of Programme Delivery.
- Coordinating internal diaries.
- Liaising with internal and external visitors; meeting, greeting, and liaising with the Operations Teams with regard to the logistics of their visit (e.g. accommodation, pre-meeting preparations, directions and parking).

### **Travel Coordination**

- Coordinate complex travel arrangement for the Director and his wife when required for business engagements (international and domestic), including booking travel, hotels and visas where necessary.
- On occasions, support the Chief of Staff and other stakeholders with their travel arrangements.

### **Maintaining Records**

- Regularly update the relational database, Salesforce, to record Director's activity and contacts.
- Utilising the Project software, Asana, ensure the Director's activities are coordinated throughout the Team.
- Ensuring that Project deadlines on Asana, are brought to the Directors attention and prioritise as necessary.
- Preparation of meeting notes for Director and participant biographies as necessary.

### **Additional Duties**

- Providing ad hoc support for Chief Operating Officer and Chief of Staff.
- Assisting at the Annual Lecture and other major events.
- Where necessary cover for colleagues and supervise team members when the need arises.

### **Selection criteria**

#### **Essential selection criteria**

- Evidence of significant experience of acting as a Personal or Executive Assistant in a large and/or complex international organisation.
- Experience in complex diary management, note-taking, preparation of papers for meetings, and the ability to research, coordinate and organise travel arrangements, including obtaining visas where necessary.
- Evidence of excellent interpersonal skills; you should be comfortable liaising with people at all levels, including eminent and high-profile individuals.
- Demonstrate a high level of literacy and excellent communication skills, including the ability to draft all forms of correspondence, take minutes, and generate summary documents.
- Demonstrate excellent time-management and organisational skills, ability to deal with sudden challenges in a cool and competent manner; able to work unsupervised and plan/manage a variety of complex tasks in parallel, with meticulous attention to detail.
- Proven ability to solve problems; work calmly under pressure; respect confidentiality.
- Demonstrable ability to exercise a high degree of personal responsibility, discretion, good judgement, and initiative, with a positive, proactive, and highly flexible approach.

- Evidence of high levels of computer literacy; proficiency in the use of Microsoft Office packages (in particular Outlook, Word, Teams and SharePoint) and confidence in using databases.

**Desirable selection criteria**

- Familiarity with project software, ideally Asana
- Familiarity with relational databases, ideally Salesforce
- An interest in international politics and current affairs.

This post is offered with 20 days annual leave in addition to public holidays and further discretionary leave of up to two weeks at Christmas.

Due to the nature of the role, there may be occasions where it would be desirable for the post-holder to be available to work additional hours in support of the Director and wider team. These would be by prior arrangement with the Director, with time off in lieu taken for additional hours worked.

In addition, as some elements of the programme take place over evenings and weekends, the post holder must be prepared to work outside of normal office hours to support the wider team on those occasions.

**Applications**

Applications should be sent in writing to Katie Williams, Head of Programme Delivery, by email to: [katie@ditchley.com](mailto:katie@ditchley.com), and should include a current CV with a covering letter explaining why your skills and experience fit you for this role and why you would like to work with Ditchley.

**The deadline for receiving applications is 10.00am Friday 22 March 2024.**

*By applying for this vacancy, you are giving permission for The Ditchley Foundation to contact you and retain your details. For more information, please contact Katie Williams, Head of Programme Delivery, ([katie@ditchley.com](mailto:katie@ditchley.com)) for a copy of The Foundation's Candidate Privacy Notice.*